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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington, D.C. 20250

AMS INSTRUCTION 211-1
Rev. 1

ACTION BY: All Divisions and Offices, AMS, P&SA, and FGIS

Use of AMS, P&SA, GSA, and Commercial Motor Vehicles

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DISTRIBUTION:
A,M,O,S,P,F

MANUAL MAINTENANCE INSTRUCTIONS:
Revised to update. Remove AMS Instr.
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EXHIBITS

A	Form AD-728, Request and Authorization To Store Government-Owned or Leased Vehicle at or Near Residence
B	GSA Bulletin FPMR G-116, Motor Vehicle Service Rates
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ACTION BY: All Divisions and Offices, AMS, P&SA, and FGIS

Use of AMS, P&SA, GSA, and Commercial Motor Vehicles

I PURPOSE

This Instruction:

A Sets forth policy, procedures, and responsibilities to be followed by employees of the Agricultural Marketing Service (AMS), Packers and Stockyards Administration (P&SA), and the Federal Grain Inspection Service (FGIS), for:

- 1 Procurement of motor vehicles and related services from the General Services Administration (GSA) Interagency Motor Pool System.
- 2 Rental of motor vehicles from GSA commercial contract car rentals and from commercial sources when GSA motor vehicles are not available.
- 3 Operation, maintenance, and use of AMS- and P&SA-owned vehicles.
- 4 Storage of Government-owned motor vehicles.

B Consists of the following Parts which contain detailed procedures on obtaining and using vehicles:

PART ONE - GSA Motor Pool Vehicles and Services

PART TWO - Commercial Source Motor Vehicles and Services

PART THREE - AMS- and P&SA-Owned Vehicles

II POLICY

It is the policy that:

A Employees provide leadership in the conservation of energy and resources, especially petroleum products. The proper operation and maintenance of motor vehicles is essential to energy conservation efforts since such efforts result in reducing fuel consumption.

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(II)

B Employees authorized to obtain motor vehicles for official purposes shall use GSA Interagency Motor Pool vehicles and GSA commercial contract car rentals whenever possible. If such vehicles are not available locally, employees may use commercial rental vehicles provided that authority to do so has been obtained from their supervisors. However, employees shall use transit buses, street cars, or taxicabs for official local travel when such vehicles are more economical or less time consuming to obtain than a GSA or rental vehicle.

C Government-owned vehicles may be stored at or near an employee's residence only when a special authorization has been issued.

III USE OF MOTOR VEHICLES

A Use of Government-Owned Vehicles. Motor vehicles acquired through Government funds shall be used for official purposes only, as necessary in the best interest of the Agency. The term "official purposes":

1 Includes:

a The use in performing assigned duties and in emergencies threatening loss of life and/or property.

b For personnel in a travel status, travel between places of temporary lodging and, where public transportation is not available or its use impracticable, to places necessary to obtain suitable meals, to drug stores, barber shops, cleaning establishments, places of worship, and similar places required for the sustenance, comfort, or health of the employee.

2 Does not include:

a Transportation of the employee between his residence and duty point, except when the employee is engaged in field work, the nature of which makes such transportation necessary.

b Transportation of other persons, except other Federal employees in the performance of official duties or private individuals when such transportation is in the interest of Agency programs.

(III)

B Use of Privately Owned Vehicles. In some situations it is advantageous to the Government for employees to use their privately owned vehicles for official purposes. For guidance in determining travel circumstances and authorized reimbursement, see AMS Instruction 467-6.

C Disciplinary Action for Unofficial Use. An employee who willfully uses or authorizes the use of a Government-owned or leased vehicle for other than official purposes shall be subject to suspension from duty for not less than one month or removal from office if circumstances warrant.

IV RESPONSIBILITIES

A Supervisors shall:

1 Inform employees of the requirements of this Instruction or provide a copy to them.

2 Limit the use of a Government-owned vehicle by the employee to transportation essential to the proper performance of his official duties and to the efficient conduct of Government business.

3 Establish prior approval procedures for use of vehicles in circumstances or at times which may create an unfavorable public reaction.

4 Determine whether a Government-owned vehicle is being kept at or near an employee's residence without proper authorization.

5 Furnish the employee with a copy of Form 4D-651, Motor Vehicle Accident Report Kit (see AMS Instruction 371-1, Investigating and Reporting Accidents).

6 Determine situations where a vehicle rotation is feasible or a vehicle is not needed.

7 Secure GSA Form 2649, GSA Motor Pool Charge Plate, from the Financial Services (FS) Division to obtain vehicles from GSA on a trip basis. 1/

8 Not permit an employee to use a Government-owned vehicle for transportation between his residence and such duty point when duty is performed at only one duty point within his normal commuting area, unless such use is clearly required for purposes other than providing transportation to the employee.

9 Not permit the operation of a motor vehicle which is known to have defects such as: faulty brakes, lights, windshield defrosters, or steering mechanisms; unsafe or badly worn tires; leaky exhaust system; or other conditions that may constitute safety hazards or cause damage to the vehicle.

1/ This service cannot be provided P&SA by AMS.

(IV)

B Employees shall:

- 1 Assure that Government-owned vehicles assigned to them are used for official purposes only.
- 2 Obtain necessary approval for the use and storage of Government-owned vehicles at or near their residences.
- 3 Exercise discretion in the use of vehicles assigned to them to avoid (whenever possible) any situation which may tend to create a public impression that a Government vehicle is being used for other than official purposes.
- 4 Have in their possession the following:
 - a A valid State, District of Columbia, or Commonwealth Motor Vehicle Operator's permit.
 - b Form SF-46, U.S. Government Motor Vehicle Operator's Identification Card. This form may not be required by GSA if the employee needs a vehicle only for emergency use and can furnish specific authority to obtain the vehicle.
 - c GSA Form 2649, GSA Motor Pool Charge Plate, for use in obtaining a GSA vehicle on a trip basis.
- 5 Exercise reasonable diligence in the use, care, and operation of the motor vehicle at all times. Government drivers are required to use safety belts.
- 6 Visually inspect vehicles and report any defects to their supervisors.
- 7 Not operate a vehicle with mechanical defects which might affect the safe operation or result in damage to the vehicle.
- 8 Determine that each GSA vehicle is provided with an Operator's Packet and comply with instructions contained in the Packet. This Packet contains instructions on the care, operation, and maintenance of the vehicle, information on the availability of supplies, and forms required for reporting accidents.
- 9 Determine that GSA and agency-owned vehicles on indefinite assignment are provided with Form AD-651. Report any accident involving a Government-owned vehicle in accordance with AMS Instruction 371-1.

(IV B)

10 Assure that the correct 6-digit Billing Office Address Code and the appropriate 2-digit Fund Code are entered on all GSA billing documents. If a GSA Motor Pool Charge Plate is used, this data is automatically printed on the documents.

11 When GSA motor pool vehicles are not available, utilize GSA commercial car rental contracts (see GSA Traveler's Pocket Guide). Commercial vehicles may be rented in locations where GSA motor pool or commercial contract cars are not available, and it is determined such use is advantageous to the Government.

V STORAGE OF GOVERNMENT-OWNED MOTOR VEHICLES

A Storage at Official Station. The heads of offices assigned Government-owned motor vehicles are responsible for arranging for storage of such vehicles when necessary. Government storage facilities should be used if they are reasonably accessible to the office. If not, street parking in accordance with local parking ordinances or off-street parking near the office building shall be used, provided that:

1 The vehicle is locked and no equipment or other items which would invite pilferage are visible.

2 Adverse weather conditions such as prolonged exposure to salt air, subfreezing temperatures, etc., do not make such storage inadvisable.

3 Such parking is customary in the vicinity and constitutes reasonable care of the vehicle and its contents. If such parking does not afford reasonable care and protection, commercial open parking lots or garages, may be used when considered to be in the best interest of the Government. (See AMS Instruction 285-1, Obtaining Public Utility and Other Services Associated With Space Occupancy, for details on arranging for commercial storage.)

B Storage Away From Official Station. Under ordinary circumstances, storage away from the official station, in the course of official travel, need not be obtained unless weather or other conditions make it necessary to provide cover for a vehicle. When necessary, an employee operating a Government-owned vehicle shall select a method of storage in accordance with paragraph A, above. When commercial storage is required, the operator of the vehicle may pay the storage fee and obtain reimbursement on his travel voucher.

(V)

C Storage at or Near Employee's Residence.

1 Policy. Except as provided in paragraph D, below, employees shall not keep or store Government-owned vehicles at or near their residences unless such use and storage has been specifically authorized by the Head, Service Unit, Property and Procurement Branch, AS Division. Discretion must be exercised at all times to avoid any unfavorable public reaction, since such storage may cause the public to believe that the vehicle is being used for other than official purposes.

2 Authorization Requirements. Authorization to store a motor vehicle at an employee's residence shall be granted only if such storage and use are essential for the efficient conduct of public business. All requests shall include a full explanation of the circumstances that justify such storage. Only those requests shall be approved where it is clear that:

a Government or commercial storage facilities or public transportation are not available within reasonable distances consistent with the official duties involved.

b Government or commercial storage facilities will not provide service at hours when required or provide adequate protection to the Government property involved.

c The employee's official duties are such that approval is required for the proper performance of those duties.

VI AUTHORIZATION FOR STORAGE AT OR NEAR RESIDENCE

A Request for Authorization. If the requirements and conditions in Section V, above, exist, the employee shall prepare Form AD-728, Request and Authorization To Store Government-Owned or Leased Vehicle At or Near Residence. An illustration of Form AD-728 is shown in Exhibit A. The employee shall complete Items 1 through 10, sign all copies, and submit the original and 4 copies to his supervisor. (Officers in charge and Administrative Officers should order stocks of Form AD-728 from Central Supply.)

B Recommendation. If the use of the Government-owned vehicle and the requested storage meet the requirements specified in Section V C, above, the officials listed below shall sign the original and all copies of Form AD-728 and forward all 5 copies to the next official in the order listed below:

(VI B)

1 Field - To the officer in charge of field office, and higher-level field officials if required by Division instructions.

2 Washington - To the supervisor or Branch Chief of the Washington headquarters employee concerned.

C Clearance and Approval. The Head, Service Unit, Property and Procurement Branch, AS Division, shall:

1 Clear the request with and obtain the recommendation of the appropriate Division Director.

2 If the request is approved, sign and date Form AD-728, authorizing the employee to store the Government-owned vehicle at his residence and to use the vehicle for official purposes in accordance with applicable laws and provisions of this Instruction.

3 Distribute copies of the approved Form AD-728 as follows:

- a Original to employee.
- b One copy to the supervisor of the employee.
- c One copy to the appropriate Division Director.
- d One copy to the GSA Motor Pool.
- e Retain one copy in the Service Unit.

D Exception to Requirement for Approval by Head, Service Unit, Property and Procurement Branch, AS Division. In unusual instances, an employee's supervisor may approve vehicle storage at or near an employee's residence when:

1 Commercial or Government storage is not reasonably available, and

2 Brief storage at the employee's residence will promote the efficient performance of Agency work.

This exception to the requirement for authorization on Form AD-728 is intended to apply only when the need for storage at an employee's residence is occasional or cannot be foreseen. In cases of storage under this exception, the employee shall maintain a record (memorandum, card, notebook, etc.) which

(VI D)

will show the circumstances that made such storage necessary in the public interest. The record should include dates, itinerary, hours of use of the vehicle, and arrival and departure times at residence. The employee and his supervisor shall sign the record. It shall be filed in the office where the employee is headquartered.

E Termination of Authorization. An authorization is automatically terminated when the circumstances shown therein no longer exist. When an authorization is terminated, the employee's supervisor shall notify:

- 1 The Service Unit, Property and Procurement Branch, AS Division.
- 2 The GSA Motor Pool system.


F Annual Review and Report of Authorizations.

1 Annual Review. Before March 15 of each year, the officer in charge of a field office having employees storing vehicles at or near their residences will be requested by the Service Unit, Property and Procurement Branch, AS Division, to:

- a Determine whether any Government-owned vehicles are being kept at or near employee's residence without proper authorization.
- b Review all outstanding authorizations to assure that they are essential and the circumstances remain unchanged.

2 Annual Report. Officers in charge of field offices shall report the status of authorizations by memorandum to the Service Unit, Property and Procurement Branch, AS Division, by March 30. The memorandum shall:

- a List the name, official station or office, and residence of all employees authorized to store vehicles at or near their residences.
- b State whether the conditions outlined in each of the existing authorizations still prevail.
- c Recommend the continuance or termination of the authorization.


for Irving W. Thomas
Deputy Administrator, Management

Attachments

PART ONE - GSA MOTOR POOL VEHICLES AND SERVICES

I SERVICES PROVIDED

GSA interagency motor pools are established in most major cities. The availability of vehicles and services through a GSA motor pool must be checked before GSA contract rental and commercial sources are contacted. If a GSA motor pool is located in the city, the telephone number and location may be obtained from the telephone directory under U.S. Government, General Services Administration. However, all travelers should carry a current Traveler's Pocket Guide. Many GSA interagency motor pools furnish the following:

A Rentals to authorized employees of passenger vehicles and trucks, with or without driver, on a daily or trip basis or on continuous assignment.

B Where available, vehicle supplies, maintenance, and repairs, on a reimbursable basis to Government-owned or -leased equipment not controlled by a motor pool system.

II RESPONSIBILITIES

A The Service Unit, Property and Procurement Branch, Administrative Services (AS) Division, shall obtain GSA interagency motor pool vehicles:

1 For employees in the Washington Metropolitan Area.

2 For employees in field locations when the vehicle is needed on an indefinite assignment basis (30 days or more).

B Officers in charge of field offices within the area of a GSA interagency motor pool shall obtain GSA motor pool vehicles on a daily or trip basis (under 30 days) for employees in field locations and for employees in travel status, as required.

C Employees who are authorized to obtain vehicles for official use shall:

1 Select a motor vehicle to achieve maximum fuel efficiency and limit the body size, engine size, and operational equipment to that necessary to fulfill program needs. The selection is limited to small subcompact and compact vehicles (Class IA, IB, or II) unless certification is received that a larger class vehicle is essential to the Agency program.

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(II C)

2 Use the services of GSA interagency motor pools whenever possible and, when planning travel, submit requests for such services through their Division Administrative Officer or through the officer in charge of a field office within the area of a GSA motor pool, as applicable. NOTE: Employees in travel status may arrange for vehicle rental directly with the local GSA motor pool. (See Section III B, below.)

3 Acquire, prior to leaving on a trip, the following data which must be entered on GSA documents when obtaining a vehicle from a GSA motor pool (see Section IV, below):

- a The 6-digit Billing Office Address Code.
- b The 2-digit Fund Code.

4 Use GSA vehicles for official purposes only as authorized under Section III of the basic part of this Instruction.

5 Report any accidents involving a GSA vehicle in accordance with AMS Instruction 371-1, Investigating and Reporting Accidents, and by phone to the supervisor of the GSA motor pool from which the vehicle was obtained.

6 Assure that the vehicle is returned to the same GSA motor pool from which it was obtained.

III HOW TO OBTAIN VEHICLES

A Washington Metropolitan Area Offices.

1 Employees located in the Washington Metropolitan Area who are authorized to obtain vehicles for official purposes shall submit their requests to their Division Administrative Officer.

2 The Division Administrative Officer shall:

a Request the Service Unit, Property and Procurement Branch, AS Division (by telephone, Ext. 72198, at least 24 hours in advance of the need), to obtain a vehicle for the employee. Provide the following information:

- (1) Type of vehicle required.
- (2) Name of user.
- (3) General area of travel.

(III A 2 a)

(4) Approximate dates the vehicle will be obtained and returned.

(5) The 6-digit Billing Office Address Code.

(6) The 2-digit Fund Code.

b Submit a memorandum to the Service Unit, Property and Procurement Branch, immediately to confirm the above request. Include the 6-digit Billing Office Address Code and the 2-digit Fund Code.

3 The Service Unit, Property and Procurement Branch, AS Division, shall:

a Arrange for rental of a GSA vehicle, if available.

b Notify the employee of the location where the GSA vehicle may be obtained.

c If a GSA vehicle is not available, provide information on GSA contract sources to the employee.

B Employees in Travel Status. Employees in travel status may arrange for vehicle rental and related services either through the local officer in charge of an office or directly with the supervisor of the local GSA motor pool.

C Field Offices.

1 Employees in field locations who are authorized to travel for official purposes shall submit their requests for vehicles and related services to the officer in charge of the field office located within the GSA motor pool area.

2 The officer in charge of the field office shall arrange for rental of requested vehicles as follows:

a If the vehicle is needed for less than a 30-day period, arrange for, or authorize the requesting employee to arrange for, the rental directly with the supervisor of the local GSA motor pool.

(III C 2)

b If the vehicle is needed for an indefinite period (30 days or more), request the Service Unit, Property and Procurement Branch, by memorandum, to obtain a vehicle for the employee. Provide the following information:

- (1) Type of vehicle required.
- (2) Purpose for which the vehicle will be used.
- (3) Name and location of the user.
- (4) General area of travel.
- (5) Approximate monthly mileage.
- (6) Approximate dates the vehicle will be obtained and returned.
- (7) The 6-digit Billing Office Address Code.
- (8) The 2-digit Fund Code.

3 The Service Unit, Property and Procurement Branch, shall:

a Arrange for rental of vehicles and related services requested on an indefinite assignment basis with the appropriate GSA motor pool.

b Notify the appropriate officer in charge if the vehicle is available, and inform him of the location where the vehicle may be obtained.

IV USE OF GSA MOTOR VEHICLES

When an employee obtains a vehicle from a GSA motor pool, the employee who picks up the vehicle shall:

A Provide the dispatcher or attendant at the GSA motor pool with GSA Form 2649, Motor Pool Charge Plate, or with sufficient information for the preparation of the appropriate GSA forms. Such forms include:

(IV A)

1 Form GSA-312, Daily Motor Vehicle Trip Ticket, for vehicles assigned on a daily or trip basis (under 30 days).

2 Form GSA-494, Monthly Motor Vehicle Use Record, for vehicles assigned on an indefinite basis (30 days or more).

B Assure that the proper GSA Form is used in order to obtain the lowest rates.

C Verify or enter the following information on the proper GSA form:

1 The departure and arrival date and beginning and ending speedometer readings. These entries are used to compute charges, so be certain they are correct.

2 The 6-digit Billing Office Address Code assigned by GSA to identify the Agency and the Division to be billed. Enter this code in spaces 21-26 (Customer Number) if a GSA Motor Pool Charge Plate is not used.

3 The 2-digit Fund Code assigned by the Division Administrative Officer to identify the appropriate Subcenter Number to be charged. Enter this code in spaces 29 and 30 if a GSA Motor Pool Charge Plate is not used.

D Have in his possession while operating the vehicle:

1 A valid State, District of Columbia, or Commonwealth motor vehicle operator's permit.

2 Form SF-46, United States Government Motor Vehicle Operator's Identification Card. Form SF-46 may not be required by GSA if the traveler needs a vehicle only for emergency use and can furnish specific authority to obtain the vehicle.

E Determine that the vehicle is provided with an Operator's Packet and comply with instructions contained therein. This packet should contain instructions on the care, operation, and maintenance of the vehicle, information on the availability of supplies, and forms for reporting accidents.

V RATES

The rates for use of GSA motor pool services include all charges for the operation, repair, and maintenance of the vehicle. Expenses payable by the Agency are restricted to parking and storage fees incurred at locations away from the GSA motor pool. Current use rates for GSA motor pool vehicles are contained in Exhibit B, attached.

VI BILLINGS

A detailed billing card for GSA motor pool vehicle rentals will be sent from the GSA Regional Office directly to the National Finance Center (NFC). To assure that Fund Codes are properly charged, and that billings are sent directly to NFC, the following information must be stated on all request forms, authorizing memorandums, and GSA vehicle trip records:

A The 6-digit Billing Office Address Code.

B The 2-digit Fund Code to identify the appropriate Subcenter to be charged.

PART TWO - COMMERCIAL SOURCE MOTOR VEHICLES AND SERVICES

I RENTAL OF VEHICLES FROM COMMERCIAL SOURCES UNDER GSA CONTRACT

A When Rental Is Permitted. When a GSA motor pool vehicle or local transportation is not available or is not adequate, the employee shall rent a vehicle, if available, through a commercial rental agency under GSA contract. GSA has established contracts for commercial rental vehicles in most major cities. All vehicles rented under GSA contracts are covered by sufficient liability insurance to meet normal requirements. The employee shall determine if a vehicle is available by calling the GSA contractor. All travelers should carry the current issue of the GSA Traveler's Pocket Guide.

B Use of Vehicles. Employees who obtain vehicles from commercial sources under GSA contract shall:

- 1 Request the contractor to furnish the smallest vehicle available under the contract.
- 2 Use such vehicle for official purposes only.
- 3 Furnish the GSA Contract Number to the contractor.
- 4 Verify that a vehicle rented in one city may be left in another city, if the employee's travel requirements make this desirable, and determine if an additional charge will be made.
- 5 Report any accident involving the vehicle in accordance with AMS Instruction 371-1, Investigating and Reporting Accidents.
- 6 Verify the departure and arrival times and speedometer reading entries on the vehicle trip record.
- 7 When the anticipated travel may exceed five continuous days within a local GSA motor pool area, make every effort to obtain a GSA motor pool vehicle as soon as possible during the period and return the commercial vehicle.
- 8 Register all complaints immediately with the Federal Supply Schedule Contractor and the GSA Regional Contracting Officer as shown in the Traveler's Pocket Guide. Write or call the GSA Contracting Officer, furnishing the contractor's name, date, time, location, type of vehicle, license number, and the specific complaint. Note any defects on the rental agreement at turn-in.

(I)

C Payment for Vehicle Rental. Employees who obtain vehicles from commercial sources under GSA contract shall:

1 Request a copy of the rental agreement from the commercial source (contractor), with the amount of the charges shown.

2 Ask the contractor to enter the GSA Contract Number on the rental agreement.

3 Pay for the rental by cash, personal check, or personal charge card. Do not use a Transportation Request (TR).

4 Upon completion of the trip, attach the copy of the rental agreement to Form AD-616, Travel Voucher.

II RENTAL OF VEHICLES FROM COMMERCIAL SOURCES NOT UNDER GSA CONTRACT

A When Rental Is Permitted. When a vehicle is not available through a GSA motor pool or GSA contractor, or when local transportation is not available or not adequate to the needs of a particular travel situation, employees may rent vehicles from commercial sources not under GSA contract, provided that:

1 Authority to do so has been obtained, and

2 Vehicle rental from a commercial source not under GSA contract is advantageous to the Government. (The employee must be able to justify the decision and show that he considered time factors, salary costs, and other savings realized through the type of vehicle arrangements used.)

B Use of Vehicles. (See Section I B, above.)

C Payment for Vehicle Rental. The employee shall attempt to obtain a discount rate.

1 Pay for the rental by cash, personal check, or personal charge card.

(II C)

2 Claim reimbursement on Form AD-616. Include one of the following statements in the claim:

a "Discount was requested and received in the amount of _____ percent for car rental," or

b "Discount was requested for car rental but none given."

D Collision Protection. Employees renting vehicles from commercial sources not under GSA contract shall determine that adequate personal and Agency protection is afforded in the case of collision. Most commercial rental rates include \$100 deductible collision protection. Full zero deductible collision protection can be obtained for a minimum fee in addition to the rental rate. However, this item of expense is not reimbursable, except in connection with foreign travel (see AMS Instruction 463-1, Foreign Travel).

PART THREE - AMS- AND P&SA-OWNED VEHICLES

I OPERATION, MAINTENANCE, AND SERVICING OF AMS- AND P&SA-OWNED VEHICLES

Supervisors and vehicle operators shall follow a program for the conservation of motor fuel through proper driving methods, preventive maintenance, and effective servicing procedures.

A Operation. By following fuel conservation practices while operating a motor vehicle, a reduction will be achieved in the amount of fuel consumed. Employees shall:

1 Take the lead in conserving motor fuel by assuring that motor vehicle travel is reduced to the minimum extent practicable without jeopardizing essential programs.

2 Take positive action to comply with the driving techniques listed below:

a Travel at a reduced speed. Motor vehicle fuel consumption increases significantly at increased speeds.

b Avoid sudden bursts of speed, pumping of accelerator when vehicle is not in motion, and long stops with engine idling.

c Eliminate unnecessary weight.

d Use air conditioner sparingly.

e Use fuel with minimum octane rating recommended by vehicle manufacturer.

f Plan trips so that only one vehicle is used when several persons are performing travel within the same general area.

B Maintenance. The establishing of a preventive maintenance program to record systematic servicing and inspecting of the vehicle will result in conserving fuel; prolonging effective life of vehicle; minimizing mechanical failure causing interruption to program work; correcting defects which could cause costly repairs; and reducing accident hazards. The preventive maintenance program consists of:

(I B)

1 Having a vehicle tuneup at least every 12,000 miles or 12 months, whichever occurs first, or as needed. Vehicle engines are to be maintained in accordance with the manufacturer's recommended specifications.

2 Scheduling items requiring periodic attention according to the manufacturer's recommended intervals as indicated in the "owner's manual" (i.e., motor tuneup, oil change, air and oil filter replacements, battery checkup, front wheel alignment and lubrication, chassis lubrication, tire pressure and rotation, antifreeze, cooling and air conditioning system checkups, etc.).

C Servicing.

1 Government agencies having motor vehicle fuel and oil dispensing facilities have been asked to make them available for the use of other agencies in their areas. Employees operating Government-owned motor vehicles shall obtain fuel and oil from such facilities when feasible.

2 Use a U.S. Government National Credit Card (SF-149) for gasoline, oil, and authorized service station purchases. Commercial service stations are authorized to honor the National Credit Card provided it bears the license number shown on the vehicle.

3 Use unleaded or low-lead-content gasoline in the vehicle at all times regardless of the cost except when impracticable to do so. Use a nonvolatile antifreeze compound in a quantity sufficient to protect the vehicle against freezing.

D Repairs.

1 Have necessary repairs made promptly to keep vehicle in good operating and safe driving condition. Under AMS Instruction 240-1, Procurement of Supplies, Equipment, Forms, and Services, field offices are authorized to make repairs to agency-owned vehicles up to \$250.

2 Repairs and adjustments to a new motor vehicle during the warranty period should be obtained from a franchised dealer to avoid invalidation of the warranty. After expiration of the warranty, it is not necessary that repairs be made by franchised dealers handling the same make of vehicle.

3 Do not have motor vehicles painted without prior clearance from the Service Unit, Property and Procurement Branch, AS Division. Paint jobs will be authorized only under the most unusual circumstances.

(I D)

4 Do not purchase vehicle accessories or make any major modifications affecting the appearance, operation, or use of vehicles without prior clearance from the Service Unit, Property and Procurement Branch, AS Division.

E Safety Inspections.

1 Supervisors of field offices to which motor vehicles are assigned shall make certain that vehicles are inspected for safety in accordance with the laws of the State in which the vehicle is assigned.

2 Motor vehicles shall be inspected at least once a year. Vehicles which are operated more than 20,000 miles annually, or which accumulate considerable mileage on rough roads or under extremely adverse driving conditions, shall be inspected more frequently. Inspection shall cover the items listed under the heading "Items Inspected" on Form AD-187-C, Maintenance and Inspection Record.

F Preparation of Vehicles for Sale. To improve the appearance and enhance the marketability of vehicles which are to be sold, field offices should make the following minimum preparations:

- 1 Clean exterior, interior, and trunk.
- 2 Neatly obliterate Government identification and decals.
- 3 Inflate tires and charge battery.
- 4 Bring oil to full level.

II OPERATION AND UTILIZATION RECORDS

A Form AD-187, Operation and Utilization Record (in booklet form) is the master record of operation, maintenance, and utilization for each agency-owned vehicle.

1 Supervisors of field offices to which AMS- or P&SA-owned vehicles are assigned shall assure that Form AD-187 is maintained for each AMS- or P&SA-owned vehicle.

2 Employees shall use Form AD-187 to record and report the operation and maintenance of AMS- or P&SA-owned vehicles for which they are responsible. Keep the Form AD-187 in the vehicle and record all entries promptly. If a credit card is kept in the booklet, take care to prevent theft when the vehicle is not in use.

(II)

B Supply of Form AD-187 Booklets.

1 In September of each year, the Service Unit, Property and Procurement Branch, AS Division, will furnish new Forms AD-187 to all offices which have custody of AMS- or P&SA-owned vehicles.

2 The Service Unit will furnish a Form AD-187 booklet for each new vehicle that is purchased or otherwise acquired by AMS or P&SA.

3 If a booklet is lost, request a replacement from the Service Unit. The Service Unit will enter in the replacement booklet as much of the operating information for the current year as is available from its records.

C Entries in Form AD-187 Booklet. Instructions regarding entries to be made in the Form AD-187 booklet will be included with each new booklet provided by the Service Unit, Property and Procurement Branch, AS Division.

D Monthly and Annual Reports.

1 Submission of Reports. Supervisors of field offices shall:

a At the end of each month, when the totals for the month have been posted on Form AD-187-B, tear out the Form AD-187-A for that month and forward it to the Service Unit, Property and Procurement Branch, AS Division, no later than the 5th day following the end of the month being reported. If the vehicle was not used during the month, forward the Form AD-187-A with a statement that the vehicle was not used and the reason why it was not used.

b At the beginning of each fiscal year, after the last entries on Form AD-187-C have been transferred from the old booklet to the new booklet, tear out the Form AD-187-C from the old booklet and forward it to the Service Unit.

2 Review and Analysis of Reports. The Service Unit shall:

a Review the operation and maintenance reports submitted on Forms AD-187-A and AD-187-C for indications of poor vehicle management or improper maintenance (excessive oil consumption, low tire mileage, unusual repairs, etc.).

(II D 2)

b Analyze vehicle utilization, especially by those offices having two or more vehicles assigned, to determine whether newer vehicles receive heavier use than older vehicles, whether there are any unneeded vehicles, etc. (Under the Agriculture Property and Procurement Management Regulations 104-38.5001, vehicles which are driven less than the following minimum miles per year shall be considered for possible reassignment or other appropriate action: passenger sedans and station wagons - 6,000 miles; trucks, 1 ton and less - 4,000 miles.)

c Perform administrative visits to field offices, as necessary, to review vehicle operation and maintenance practices and to inspect vehicles and records.

d Consult with supervisors of field offices regarding questionable items to determine the reason therefor and any corrective action that should be taken.

e Report to the appropriate Division Director any unusual situation regarding vehicle usage which should be brought to his attention.

f Summarize the operation and maintenance costs for each AMS- or P&SA-owned vehicle on Form AMS-136, Motor Vehicle Operation Summary. This Form shall be maintained to provide information for annual motor vehicle reports and for management review to ascertain full and efficient utilization of vehicles or justify replacement, transfer, or other appropriate action.

E Filing and Disposition of Form AD-187 Booklets. Supervisors of field offices shall:

1 For assigned AMS- or P&SA-owned vehicles, file all used booklets for the same vehicle in one location to provide a complete history for each vehicle.

2 For a transferred vehicle, forward all Form AD-187 booklets pertaining to the vehicle to the Service Unit, Property and Procurement Branch, AS Division, for transmittal with the property transfer documents to the receiving office.

(II E)

3 For a vehicle disposed of by sale, trade-in, donation, etc., forward the final Form AD-187-A to the Service Unit, with a statement as to the date of release of the vehicle and the final speedometer reading. Following disposal of the vehicle, retain all Form AD-187 booklets for one full year and then discard.

III GOVERNMENT LICENSE TAGS

A Issuance. The Service Unit, Property and Procurement Branch, AS Division, shall assign official U.S. Government license tags to each AMS- or P&SA-owned vehicle at the time it is acquired and shall forward the tags to the office to which the vehicle is assigned. Spare tags shall not be kept by field offices.

B Display. Government license tags shall be mounted on the front and rear of each Agency-owned vehicle, even though the State in which a vehicle is located may require only one tag.

C Loss or Theft. If Government license tags are lost or stolen, the supervisor of the field office to which the vehicle is assigned shall:

1 Promptly report the loss or theft to the local or State police and to the Service Unit.

2 Request the Service Unit to issue new tags for the vehicle.

3 If the tags are subsequently recovered, advise the police and the Service Unit of the recovery.

D Damage or Deterioration. If Government license tags are damaged or become unreadable, the supervisor of the field office to which the vehicle is assigned shall request the Service Unit to issue new tags.

E Removal. Government license tags shall remain on or with the vehicle to which originally assigned until the vehicle is disposed of or until replacement tags are obtained. Tags may not be transferred from one vehicle to another. When an AMS- or P&SA-owned vehicle is sold, transferred out of AMS or P&SA, or otherwise permanently removed from Agency service, the supervisor of the field office to which the vehicle is assigned shall:

(III E)

- 1 Remove the tags from the vehicle,
- 2 Render the tags unfit for further use to prevent the possibility of unauthorized use, and
- 3 Promptly send a memorandum to the Service Unit reporting the destruction of the tags and giving the destroyed license number.

IV IDENTIFICATION DECALCOMANIAS 1/

A Issuance of Identification Decalcomanias. When an AMS- or P&SA-owned vehicle is acquired, the Service Unit shall furnish the following decalcomania to the receiving office (together with the receiving report copy of the purchase order or transfer document):

FOR OFFICIAL USE ONLY
U.S. GOVERNMENT
DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE or
PACKERS AND STOCKYARDS ADMINISTRATION

B Responsibility for Identification of Vehicles. Supervisors of field offices to which AMS- or P&SA-owned vehicles are assigned shall:

- 1 Assure that the decalcomania is centered on both front door panels of each AMS- or P&SA-owned vehicle.
- 2 Request the Service Unit to furnish replacement decalcomania if they become unreadable or unsightly.
- 3 Remove all Government identification from a vehicle before releasing it from Government use.

V PENALTY FOR UNAUTHORIZED USE STICKER

Each AMS- or P&SA-owned vehicle shall display Form AD-185, Motor Vehicle Decalcomania, which quotes from 18 U.S.C. 641 and 31 U.S.C. 638a (c) 2 the penalty for unauthorized use of Government vehicles.

A The Service Unit shall furnish the decalcomania for each newly acquired Agency-owned vehicle.

B The supervisor of the field office to which the vehicle is assigned shall assure that the decalcomania is placed on the instrument panel in a conspicuous position.

1/ Does not apply to unmarked vehicles.

VI U.S. GOVERNMENT NATIONAL CREDIT CARD 2/

A When an AMS-owned vehicle is acquired, the Service Unit, Property and Procurement Branch, AS Division, shall issue a U.S. Government National Credit Card (Form SF-149), identified with the license number of that particular vehicle.

B When an AMS-owned vehicle is sold, transferred, or disposed of by other means, the supervisor of the field office to which the vehicle was assigned shall return the National Credit Card to the Service Unit for disposition.

VII CERTIFICATION OF RELEASE 3/

When an AMS- or P&SA-owned vehicle is sold by the General Services Administration, or otherwise removed from Government service, the Service Unit, Property and Procurement Branch, AS Division, shall issue SF-97, The United States Government Certificate of Release of a Motor Vehicle, and SF-97A, Agency Record Copy, to release the vehicle. This will enable the new owner to apply for State registration.

2/ This service cannot be provided P&SA by AMS.

3/ Locally licensed Government-owned vehicles are excepted. Contact the Service Unit, Property and Procurement Branch, AS Division, AMS, for instructions.

REQUEST AND AUTHORIZATION TO STORE GOVERNMENT OWNED OR LEASED VEHICLE AT OR NEAR RESIDENCE		1. AGENCY	
		2. ORGANIZATIONAL UNIT	
3. NAME OF EMPLOYEE		4. OCCUPATION OR TITLE	
5. RESIDENT ADDRESS		6. OFFICIAL STATION (City and State)	
		7. VEHICLE OWNED BY: OTHER (Explain fully - use reverse if necessary)	
		<input type="checkbox"/> Agency <input type="checkbox"/> GSA <input type="checkbox"/> Leased	
8. AUTHORIZATION IS REQUESTED TO STORE OR PARK GOVERNMENT-OWNED VEHICLE			
<input type="checkbox"/> a. In rented privately-owned garage near residence. <input type="checkbox"/> c. In residence garage with cost to government. <input type="checkbox"/> f. Other (Explain fully - use reverse if necessary)			
<input type="checkbox"/> b. In residence garage at no cost to government. <input type="checkbox"/> d. In driveway of residence. <input type="checkbox"/> e. On street near residence.			
9. STORAGE PERIOD (Dates)		10. OWNER AND ADDRESS OF RENTED GARAGE (As indicated in item 8 above)	
From	To		
11. DISTANCES TRAVELED FROM:			
a. Residence to Office	b. Garage to Residence	c. Garage to Office	d. Residence to nearest Government or Commercial storage facility offering service during required hours. e. Daily tour of duty - (Use reverse) Give each location starting with first departure (Home or office, plant, establishment, etc.) and mileage between each point. i.e. Home to office - 3 miles Office to field station - 10 miles Field station to area office 4 miles.
12. REASON FOR STORING OR PARKING			
<input type="checkbox"/> a. Conditions require that vehicle be stored at a convenient readily accessible location in order to respond to emergencies with minimum delay.			
<input type="checkbox"/> b. No suitable Government-controlled or commercial storage facilities available within reasonable distance offering service during hours required.			
<input type="checkbox"/> c. Frequently required to depart on, and return from, field trips at unusually early and late hours, during which the use of public transportation or services of other storage facilities are not available or reasonable.			
<input type="checkbox"/> d. Stationed at a field point with no office and normally proceed directly from residence to varying points of duty.			
<input type="checkbox"/> e. Stationed at field point with local office, but normally proceed directly from residence to varying points for duty.			
<input type="checkbox"/> f. Government or commercial storage does not provide adequate protection to Government property which must be retained in the vehicle.			
<input type="checkbox"/> g. Other conditions or reasons. (Explain on reverse)			
13. CERTIFICATION (See Privacy Act Statement on reverse)			
I CERTIFY that the above information is true and correct to the best of my knowledge. I will not use this vehicle at any time for my personal convenience or permit others to do so. When parked or stored at or near residence, vehicle will be kept locked and every precaution taken to guard it against damage or theft, etc. I understand that use of this vehicle for other than official purposes makes me subject to suspension without pay for a period of not less than one month or to removal summarily from office as provided in 5 U.S.C. 78(c) (2).			
SIGNATURE OF EMPLOYEE			DATE SIGNED
14. RECOMMENDATION			
APPROVED	SIGNATURE	TITLE	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No			
APPROVED	SIGNATURE	TITLE	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No			
APPROVED	SIGNATURE	TITLE	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No			
APPROVED	SIGNATURE	TITLE	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No			
15. AUTHORIZATION			
APPROVED	Explain Disapproval		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
SIGNATURE	TITLE	DATE	
This authorization is not transferable. A new application must be submitted whenever the circumstances, as stated above, change to such an extent as to make continued authority questionable. The approving officer should be notified immediately when for any reason (such as transfer, separation, etc.) this authority is no longer required.			

Form AD-728 (11-76)

PRIVACY ACT STATEMENT

AUTHORITY: The authority to collect personal information on this form is derived from Title 5 U.S. Code, Section 301.

PURPOSE: The principle purpose for soliciting personal information on this form is to formally document the private residence for which the authorization to store a government owned or leased motor vehicle is being requested. The information establishes a legal basis for personnel or financial actions which might result from use of a government owned or leased motor vehicle in a nonofficial capacity.

EFFECTS OF NONDISCLOSURE: The disclosure of this information is voluntary, however, failure to furnish the information may result in the disapproval of a request to store a government owned or leased motor vehicle at or near a private residence.

Form AD-728 (11-76)

August 4, 1975

GSA BULLETIN FPMR G- 116
TRANSPORTATION AND MOTOR VEHICLES

TO : Heads of Federal agencies

SUBJECT: Motor vehicle service rates

1. Purpose. This bulletin announces revised Interagency Motor Pool System service rates for sedans and station wagons operated in the conterminous United States, Alaska, Hawaii, and the Commonwealth of Puerto Rico.
2. Effective date. This bulletin is effective November 1, 1975.
3. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled or superseded.
4. Background.

a. Motor vehicle service rates are reviewed semiannually and revised, where necessary, to recover costs in an equitable manner. As a result of the latest review, an increase in mileage rates for sedans and station wagons furnished by interagency motor pools has been determined necessary to recover increased petroleum costs.

b. Adjustments in rental rates for vehicles other than sedans and station wagons such as ambulances, buses, and trucks are made on a regional basis and announced in GSA regional bulletins.

5. Rental service rates for sedans and station wagons.

a. Conterminous United States.

Sedans

<u>Compact</u>	<u>Base Rate Per</u> <u>Day Month</u>		<u>Plus Charge</u> <u>Per Mile</u>
Power steering and disc and/or power brakes	\$2.50	\$50.00	\$0.060
Power steering, power brakes, and air conditioning	2.75	55.00	0.065

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<u>Intermediate</u>	<u>Base Rate Per</u> <u>Day Month</u>		<u>Plus Charge</u> <u>Per Mile</u>
Standard equipped	\$2.60	\$52.50	\$0.065
Power steering, power brakes, or air conditioning	2.90	57.50	0.070
Power steering, power brakes, and air conditioning	3.00	60.00	0.075
<u>Standard</u>			
Standard equipped	2.75	55.00	0.070
Power steering, power brakes, or air conditioning	3.00	60.00	0.075
Power steering, power brakes, and air conditioning	3.10	62.50	0.080
<u>Station Wagons</u>			
<u>Intermediate</u>	<u>Base Rate Per</u> <u>Day Month</u>		<u>Plus Charge</u> <u>Per Mile</u>
Standard equipped	\$2.90	\$57.50	\$0.070
Power steering, power brakes, or air conditioning	3.10	62.50	0.075
Power steering, power brakes, and air conditioning	3.40	67.50	0.085
<u>Standard</u>			
Standard equipped	3.00	60.00	0.075
Power steering, power brakes, or air conditioning	3.25	65.00	0.080
Power steering, power brakes, and air conditioning	3.50	70.00	0.090

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b. The State of Hawaii and the Commonwealth of Puerto Rico.

Sedans

<u>Compact</u>	<u>Base Rate Per</u>		<u>Plus Charge</u>
	<u>Day</u>	<u>Month</u>	<u>Per Mile</u>
Power steering and power brakes	\$2.75	\$55.00	\$0.075
Power steering, power brakes, and air conditioning	3.00	60.00	0.080

Intermediate

Standard equipped	2.90	57.50	0.070
Standard equipped with air conditioning	3.10	62.50	0.075
Power steering, power brakes, and air conditioning	3.40	67.50	0.085

Standard

Standard equipped	3.00	60.00	0.075
Standard equipped with air conditioning	3.25	65.00	0.080
Power steering, power brakes, and air conditioning	3.50	70.00	0.090

Station Wagons

<u>Intermediate</u>	<u>Base Rate Per</u>		<u>Plus Charge</u>
	<u>Day</u>	<u>Month</u>	<u>Per Mile</u>
Standard equipped	\$3.10	\$62.50	\$0.075
Standard equipped with air conditioning	3.40	67.50	0.080
Power steering, power brakes, and air conditioning	3.60	72.50	0.090

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<u>Standard</u>	<u>Base Rate Per</u> <u>Day</u> <u>Month</u>	<u>Plus Charge</u> <u>Per Mile</u>
Standard equipped	\$3.25 \$65.00	\$0.085
Standard equipped with air conditioning	3.50 70.00	0.090
Power steering, power brakes, and air conditioning	3.75 75.00	0.100

c. The State of Alaska.

<u>Sedans</u>		
<u>Compact</u>	<u>Base Rate Per</u> <u>Day</u> <u>Month</u>	<u>Plus Charge</u> <u>Per Mile</u>
Power steering and power brakes	\$3.25 \$65.00	\$0.095

<u>Intermediate</u>		
Standard equipped	3.40 67.50	0.095
Power steering and power brakes	3.60 72.50	0.105

<u>Standard</u>		
Standard equipped	3.50 70.00	0.100
Power steering and power brakes	3.75 75.00	0.110

<u>Station Wagons</u>		
<u>Intermediate</u>	<u>Base Rate Per</u> <u>Day</u> <u>Month</u>	<u>Plus Charge</u> <u>Per Mile</u>
Standard equipped	\$3.60 \$72.50	\$0.100
Power steering and power brakes	3.90 77.50	0.110

August 4, 1975

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<u>Standard</u>	<u>Base Rate Per</u> <u>Day</u> <u>Month</u>	<u>Plus Charge</u> <u>Per Mile</u>
Standard equipped	\$3.75 \$75.00	\$0.110
Power steering and power brakes	4.00 80.00	0.120

6. Cancellation. GSA Bulletin FPMR G-96, dated August 1, 1974, is canceled. Service rates contained in the leaflet "Interagency Motor Pools - Locations, Services, and Rates", dated November 1974, are also canceled. This leaflet will be republished at a later date.

M. J. Timbers
M. J. TIMBERS

Commissioner, Federal Supply Service

June 1, 1977

GSA BULLETIN FPMR G-116
TRANSPORTATION AND MOTOR VEHICLES
SUPPLEMENT 2

TO : Heads of Federal agencies

SUBJECT: Motor vehicle service rates

1. Purpose. This supplement announces Interagency Motor Pool System service rates for compact and subcompact station wagons operated in the conterminous United States, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. Effective date. The service rates in this supplement are effective on May 1, 1977.

3. Expiration date. This supplement contains information of a continuing nature and will remain in effect until canceled or superseded.

4. Rates. The following rates supplement those in paragraph 5 of GSA Bulletin FPMR G-116:

a. The conterminous United States.

Station Wagons

<u>Subcompact</u>	<u>Base Rate Per</u>		<u>Plus Charge</u>
	<u>Day</u>	<u>Month</u>	
Standard equipped	\$2.90	\$57.50	\$0.055
Standard equipped with air-conditioning	3.00	60.00	0.060
<u>Compact</u>			
Standard equipped	3.10	62.50	0.065
Standard equipped with air-conditioning	3.25	65.00	0.070

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b. The State of Hawaii and the Commonwealth of Puerto Rico.

Station Wagons

<u>Subcompact</u>	<u>Base Rate Per</u>		<u>Plus Charge</u>
	<u>Day</u>	<u>Month</u>	
Standard equipped	\$3.25	\$65.00	\$0.060
Standard equipped with air-conditioning	3.40	67.50	0.065
<u>Compact</u>			
Standard equipped	3.25	65.00	0.070
Standard equipped with air-conditioning	3.40	67.50	0.075

c. The State of Alaska.

Station Wagons

<u>Subcompact</u>	<u>Base Rate Per</u>		<u>Plus Charge</u>
	<u>Day</u>	<u>Month</u>	
Standard equipped	\$3.50	\$70.00	\$0.085
<u>Compact</u>			
Standard equipped	3.50	70.00	0.090



JAY H. BOLTON
Acting Commissioner, Federal Supply Service